
Administration Committee
April 6, 2006

Minutes

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at the SCAG offices, Downtown, Los Angeles. The meeting was called to order by Sid Tyler, Chair, Pasadena. There was a quorum.

Members Present

Aldinger, Jim	City of Manhattan Beach
Baldwin, Harry	City of San Gabriel
Burke, Yvonne	County of Los Angeles
Bowlen, Paul	City of Cerritos
Dixon, Richard	City of Lake Forest
Loveridge, Ronald	City of Riverside
Lowenthal, Bonnie	City of Long Beach
Nelson, Larry	City of Artesia
Ovitt, Gary	County of San Bernardino
Pettis, Greg	City of Cathedral City
Robertson, Deborah	City of Rialto
Tyler, Sid (Chair)	City of Pasadena
Washburn, Dennis (Vice Chair)	City of Calabasas
Young, Toni	City of Port Hueneme

Members Not Present

Edney, Jon	City of El Centro
Mikels, Judy	County of Ventura
Roberts, Ron	City of Temecula
Smith, Greig	City of Los Angeles

¹ * indicates new member

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Minutes

1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE

Hon. Sid Tyler, Chair, Pasadena, called the meeting to order at 9:05 a.m.

2.0 PUBLIC COMMENT PERIOD

None.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

Consent Calendar Approval Item 4.1.7 heard separately. Action Item 5.2 pulled.

4.0 CONSENT CALENDAR

4.1 Approval Item

4.1.1 Minutes of March 2, 2006

4.1.2 Authorize Staff Travel to the 4th International Gwangyang Port Forum

4.1.3 Nomination of Supervisor Judy Mikels to become President-Elect of NARC

4.1.4 Date, Location, & Budget for the 2006 Regional Council Retreat

4.1.5 FY 05-06 Indirect Cost Budget

4.1.6 Contracts Over \$250,000

Motion by Tyler to pull Item 4.1.7 from Consent Calendar for discussion, Seconded by Washburn. The Committee upheld.

Motion by Bowlen to approve the Consent Calendar excluding Item 4.1.7, Seconded by Washburn, then unanimously approved by the Committee.

4.1.7 San Gabriel Valley Energy Efficiency Program Agreement

Sylvia Patsaouras, advised the Committee that Southern California Edison (SCE) is proposing an energy program in the San Gabriel Valley. SCAG will assist with outreach efforts and staff costs will be reimbursed through a grant secured by SCE.

Motion by Robertson approve Item 4.1.7 under Consent Calendar, Seconded by Bowlen, then unanimously approved by the Committee

Administration Committee
April 6, 2006

Minutes

4.2 Receive and File

4.2.1 Purchase Orders/Contracts \$5,000 to \$250,000

5.0 ACTION ITEMS

5.1 Internal Audit Appeal Procedure

Bert Becker, Interim CFO, reviewed a draft of the Internal Audit Appeal Procedure. The proposed procedure would allow subregions to file an appeal of disallowed costs based on new information not originally available during the time of the field work or if the subregion believes there is a misinterpretation or misapplication of the rules and regulations. The subregion would then have 30 days after the release of the audit to notify SCAG of intent to appeal; then 45 days from the release to submit a written appeal. The appeal would then be sent to an appeals panel consisting of: 1) external counsel; 2) external audit firm with experience in federal rules and regulations; 3) the Deputy Executive Director of SCAG.

The Committee referred the item back to the Audit Committee for further review of the timeline, panel composition, repayment language, extensions, and final appeal process.

Motion by Baldwin to refer Item 5.1 to the Audit Committee for further review, Seconded by Robertson, then approved by the Committee.

5.2 KPMG Audit

Item pulled.

6.0 INFORMATION ITEMS

6.1 CFO Report

Bert Becker reported:

- Through February we are 66% through the fiscal year and expenditures plus encumbrances are at 72% of total budget
- OWP – carry over projects are funded next year, no loss of money
- Contracting process is under review

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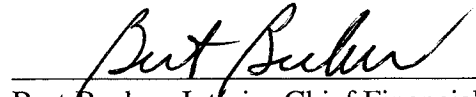
7.0 FUTURE AGENDA ITEMS

8.0 ANNOUNCEMENTS

9.0 ADJOURNMENT

Hon. Sid Tyler, Chair, adjourned meeting at 9:50am. Next meeting will be held as part of the General Assembly at the Westin Long Beach on Thursday, May 4, 2006.

Minutes Approved by:



Bert Becker, Interim Chief Financial Officer
Staff to the Administration Committee